

DDA SUBJECT FILE COPY

DA 88-0638
25 March 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: Henry P. Mahoney
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 25 March 1988

1. The Office of Information Technology (OIT) delivered a major enhancement of SAFE (Support for the Analysts' File Environment) software to the Directorate of Intelligence (DI), enabling DI analysts to search cables faster.

2. During the 24-hour period 16 - 17 March 1988, OIT's Cable Dissemination System processed a record number 17,050 narrative messages, 20 percent more than the average number normally processed.

3. The Office of Finance has implemented an invoice control and tracking system for monitoring the timeliness of payments to contractors. This system will facilitate compliance with the stringent provisions of the Prompt Payment Act, which is expected to become effective 1 October 1988.

4. An Office of Training and Education instructor is advising the

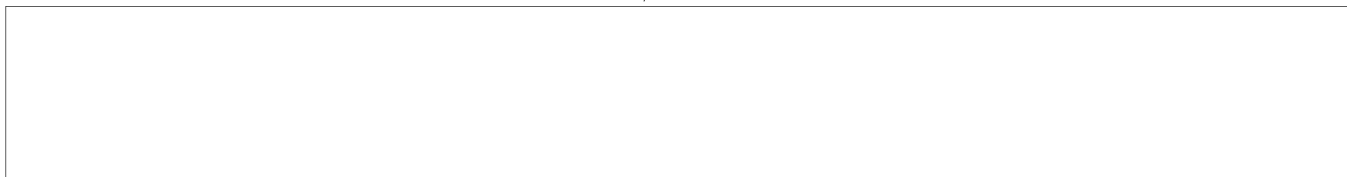
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5. The Office of Logistics reports that the General Services Administration has selected artists James Sanborn and Matt Mulligan to provide sculpture and graphic art for the New Headquarters Building.

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S E C R E T

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25X1



for Henry P. Mahoney

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